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On the basis of Article 71 in the University of Primorska Statute and Article 25 of the University of Primorska, Faculty of Management Regulations, the University of Primorska Senate, at the 17th regular meeting, held on 22.12.2015, with amendments made on the 6th regular meeting held 27.6.2019, passed the following

## **IMPLEMENTATION OF WORK PLACEMENT REGULATIONS**

### **1. General provisions**

#### Article 1

These regulations define the process of completing work placement, from applying work placement to defending work placement, the aims of work placements, the duration of work placement and the obligations of those involved.

#### Article 2

The process of work placement includes:

- The UP, Faculty of Management - hereinafter *Faculty*. The work placement coordinator shall be assigned by the Dean.
- The organisation that concludes a work placement contract with the student – hereinafter, *work placement provider*. The mentor is appointed by the work placement provider.
- The student enrolled at UP, Faculty of Management in a professional higher education management programme or in a university management program - hereinafter a *student*.

### **2. Aims of work placement**

#### Article 3

The aims of work placement are:

- development of general and subject-specific competences (analysis and critical assessment of operations and organisation using knowledge from the study programme, knowledge of processes, procedures, standards and legislation in the field of the workplace);
- creating job opportunities for the student;
- developing student focus for future employment;
- getting to know legislation in the business world;
- acquisition of work habits and business skills;
- creating a business network;
- raising the profile of students and faculty among work placement providers;
- establishing cooperation with economic and non-economic organisations;
- putting theoretical knowledge into practice.

In addition, the purpose of work placement is to evaluate students' competences. Work placement providers participate in the evaluation by assessing the competencies of each student who been placed with them.

### **3. Duration of work placement**

#### Article 4

Work placement is a study obligation in the 2nd year student of the first cycle professional bachelor programme in Management. Work placement is carried out for a period of 160 hours or a continuous four (4) weeks with the work placement provider. The work obligations of a student in the workplace may not exceed eight (8) hours per day or forty (40) hours per week.

Work placement as an elective can also be selected by students in the Academic bachelor programme in Management. In this case, the work placement consists of 120 hours or a continuous three (3) 40-hour week period in the organisation. The work obligations of a student in the workplace may not exceed eight (8) hours per day or forty (40) hours per week.

#### **4. Sources of information about work placement**

##### Article 5

All information regarding work placement is published by the faculty in the e-classroom: Work placement in organisations.

The Faculty organises workshops on work placements for students, where the work placement coordinator familiarises them with work placement and study obligations.

#### **5. Faculty obligations**

##### Article 6

Faculty obligations are:

- appointing a head and coordinator for work placement;
- preparation of a work placement programme with prescribed content;
- preparation of a set of potential work placement providers;
- managing relevant documentation on providers and implementation of work placement;
- providing advice and supervision over the implementation of work placement;
- advising work placement mentors within the framework of work placement;
- payment of social contributions for special cases of insurance, in accordance with the Decision on the determination of contributions for special cases of insurance (Official Gazette RS, No. 25/13).

#### **6. Work placement provider obligations**

##### Article 7

Work placement provider obligations are:

- before the contract is signed, familiarise the student with the company work conditions;
- appointment of a mentor with at least post-secondary education or with at least five years of work experience in the relevant field;
- before the start of the work, familiarise the student with the occupational health and safety regulations, the dangers associated with their work and provide them with appropriate personal protective equipment;
- to provide the student with work placement in accordance with the prescribed tasks of work placement (records of completed tasks are kept and approved by the mentor);
- allow the student time to eat while working if the number of hours worked exceeds 4 (four);
- pay the student, in accordance with the collective agreement of the activity applicable to the work placement provider, or other internal acts of the work placement provider, the appropriate contributions (health insurance contribution);
- enable the faculty work placement coordinator to provide counselling and supervision over the implementation of work placement;
- after completing the work placement, confirm the student's journal (confirmed by the mentor) and provide the student with an assessment of their work placement (completed by the mentor) within five working days of work placement completion.

#### **7. Student obligations**

## Article 8

Student obligations are:

- participation in work placement workshops;
- registration of the dates of work placement through the student information system (hereinafter: SIS);
- regular practice in accordance with the work placement programme;
- follow the instructions of the mentor and the head of work placement or work placement coordinator when working;
- comply with occupational health and safety regulations and use the prescribed personal protective equipment and supplies;
- the protection of any trade secrets entrusted to them;
- accurate and legible completion of the work placement portfolio (hereinafter: the portfolio);
- defence of work placement (exam).

## **8. Work placement application process**

### Article 9

The work placement coordinator prepares a set of potential work placement providers each year. The list shall be published in the SIS.

The student can choose the appropriate provider from a set of published organisations or independently.

In the case of independent selection of work placement provider, the student must comply with the provisions regarding the selection of the work placement provider, as written in Article 10 of these regulations, and submit a completed, signed and stamped statement from the work placement provider to the work placement coordinator as stated in these regulations (Annex 1). The work placement coordinator checks the suitability of the selected provider and mentor, signs the form and notifies the student.

The student must declare the dates of work placement through SIS at least five (5) days before starting the placement.

## **9. Provisions for work placement provider selection**

### Article 10

The student may choose a work placement provider from among the business entities listed in this article:

- company (unlimited liability company, limited liability company, limited partnership, silent company, public limited company, limited partnership and sole proprietorship);
- legal person under public law (public institute, public commercial institute, public agency, public fund and public company);
- legal person under private law (non-profit organisations).

A business entity must meet the following criteria: the number of employees is greater than five (5).

## **10. Course of work placement**

### Article 11

The student must conclude a work placement contract with the work placement provider and the faculty before beginning their placement.

The work placement contract, as well as the portfolio, is taken by the student from the work placement coordinator at the faculty or at the study centres.

#### Article 12

During their work placement, a student must complete their portfolio in accordance with the guidelines as outlined in the portfolio.

The main components of the portfolio are:

- student daily work report (diary);
- prescribed content of the work placement;
- final work placement report;
- work placement questionnaire for student;
- mentor's work placement assessment of student.

### **11. Work placement defence**

#### Article 13

If the mentor's assessment is positive - successfully completed work placement, the student defends it at the faculty. If the mentor's assessment is negative – work placement unsuccessful, the student must repeat the work placement with the same or another work placement provider.

#### Article 14

The student must submit their portfolio, together with the signed work placement contract, to the work placement coordinator at least fifteen (15) working days prior to the defence.

The head of work placement reviews the work placement portfolio. In the case of inadequacies, the work placement coordinator requires the student to complete their portfolio within five working days. If the student does not complete the portfolio within the deadline, it is considered as not being submitted and therefore the work placement has not been completed.

#### Article 15

A student with a positive assessment grade may apply for defence. The student applies through SIS.

The defence sessions are held at the faculty headquarters and study centres during the three exam periods: winter, summer and autumn. The head of work placement shall announce the examination deadlines at the beginning of the academic year, which are published in SIS.

The defence schedule, stating the times of the defence, is published by the faculty one day before on the faculty website (notice section) and in the e-classroom.

#### Article 16

The invitation, examination and assessment of students' knowledge of work placement is governed by the UP FM Regulations on Evaluation and Assessment.

### **12. Employed student in work placement**

#### Article 17

An employed student does not conclude a work placement contract, but fills out the SP-DD form, which is an integral part of these regulations (Annex 2), and provides proof of years of service, which may not be less than thirty days. The form must bear the original stamp and signature of the responsible person or employer.

In this case, the student prepares a work placement report, which together with the SP-DD form, submits to the work placement coordinator. The student must complete a work placement defence in accordance with these regulations.

#### Article 18

If the student has been employed for more than two years, they may apply for recognition of work placement.

The procedure for the recognition of work placement is set out in the Recognition of knowledge and skills regulations.

### **13. Work placement for self-employed students and students holding a special function within organisations**

#### Article 19

A student who is self-employed or performs a special function within an organisation (owner, director, procurator, etc.) for more than thirty (30) days does not conclude a work placement contract, but fills out the SP-SZPF form, which forms an integral part of these regulations (Annex 3). The form must bear the original stamp and signature of the person responsible.

In this case, the student prepares a work placement report, which together with the SP-SZPF form, submits to the work placement coordinator. The student must complete a work placement defence in accordance with these regulations.

### **14. Completing work placement at UP FM**

#### Article 20

The student may conclude a work placement contract with the UP Faculty of Management. In this case, the faculty is the work placement provider and evaluator of study obligations.

The faculty publishes an invitation for work placements on the faculty's website. Students must apply within 30 days of the of publication. The faculty shall notify the candidates of the selection within 15 days of the expiry of the application deadline.

### **15. Completing work placement abroad within the mobility programme**

#### Article 21

The student may complete their work placement abroad within the framework of available student mobility programs (Erasmus, CEEPUS, etc.). In this case, the student does not have to submit a signed Work placement provider form of the Statement of the practitioner, but must fill in the Work placement abroad form which is an integral part of these regulations (Annex 4). An agreement to complete work placement abroad replaces a work placement contract.

The student must submit a portfolio and defend work placement as in accordance with these regulations, upon return from abroad.

## **16. Transitional and final provisions**

### Article 22

Any changes and amendments are passed by the UP FM Senate.

### Article 23

Once these regulations come into effect, the Implementation of work placement regulations, passed by the UP FM Senate at the 17th regular meeting on 28.6.2013 become null in void.

These regulations will be published in the work placement e-classroom and on the faculty website.

prof. dr. Matjaž Novak  
Dean

### **Annexes:**

Annex 1: Work placement provider statement

Annex 2: Student years of service form (SP-DD form)

Annex 3: Self-employed students and students holding a special function in organisations (SP-SZPF form)

Annex 4: Application to complete work placement abroad



### WORK PLACEMENT PROVIDER STATEMENT

We declare that we will provide work placement for a University of Primorska, Faculty of Management student in accordance with the work placement content provisions.

The student will complete work placement:

- \_\_\_\_\_ hours,
- from \_\_\_\_\_ to \_\_\_\_\_.

**Student information**, who will be allowed to complete work placement:

Name and Surname		
Address		
Study programme	VS Management	UN Management
Year of study		
Type of study	FULL TIME	PART TIME

**Organisation information**, where the student will complete work placement:

Name	
Address	
Person responsible	
Phone	
E-mail	

**Mentor information**, who will lead the work placement for the student:

Name and Surname	
E-mail	
Education	
No. of years of work experience	
Job position	

Mentor signature: .....

Person responsible signature and stamp: .....

Date: .....

\_\_\_\_\_ **Completed by the faculty** \_\_\_\_\_

Chosen organisation:                      SUITABLE                      UNSUITABLE

Work placement coordinator signature: .....

Date: .....





### STUDENT YEARS OF SERVICE FORM (SP-DD Form)

This form is used if the student has been employed for more than 30 days and less than 2 years.

**Student information** – completed by student:

Name and surname	
Address	

**Years of service information** – completed by organisation:

\_\_\_\_\_ (name of organisation) confirms that \_\_\_\_\_ (name of employee/student) has \_\_\_\_\_ days, \_\_\_\_\_ months, \_\_\_\_\_ years of service recorded in their employment record book.

As confirmation of the years of service after 1.1.2009, the employee receives the record of period of insurance from the Pension and Disability Insurance Institute of Slovenia.

Place and date: \_\_\_\_\_

Stamp:

Person responsible signature:

\_\_\_\_\_



**FORM FOR SELF-EMPLOYED STUDENT AND STUDENT HOLDING A SPECIAL FUNCTION IN AN ORGANISATION (SP–SZPF FORM)**

A form self-employed or performs a special function within an organisation is used if a student is self-employed who holds a special position within an organisation (owner, director, procurator, etc.) for more than thirty (30) days and less than 2 years.

**Student information**– completed by student:

Name and surname:	
Address	

**Self-employed** – completed by student:

With this Court register record or other legal documentation, I declare that I have been self-employed for \_\_\_\_\_ days, \_\_\_\_\_ months, \_\_\_\_\_ year(s).

Place and date: \_\_\_\_\_ Stamp: \_\_\_\_\_ Signature of person responsible: \_\_\_\_\_

**Holding a special function within an organisation** – completed by organisation:

\_\_\_\_\_ (name of organisation) confirms that \_\_\_\_\_ (name of person) has performed the function of \_\_\_\_\_ days, \_\_\_\_\_ months, \_\_\_\_\_ year(s).

Place and date: \_\_\_\_\_ Stamp: \_\_\_\_\_ Signature of person responsible: \_\_\_\_\_



## REGISTRATION OF COMPLETED WORK PLACEMENT ABROAD

### Student information:

Name and Surname		
Address		
Study programme	VS Management	UN Management
Year of study		
Type of study	FULL TIME	PART TIME

### Organisation information:

Name	
Address	
Person responsible	
Mentor	
Phone number	
E-mail	